
MANAGEMENT

GUIDE TO ASSIGNMENT OF MAIL ROUTING CODES IN THE CENTER FOR DRUG EVALUATION AND RESEARCH

CONTENTS

PURPOSE
REFERENCES
DEFINITION
POLICY
RESPONSIBILITIES
PROCEDURES
EFFECTIVE DATE

PURPOSE This guide establishes policy and procedures for assigning new FDA mail routing codes within the Center for Drug Evaluation and Research (CDER).

REFERENCES

- FDA Staff Manual Guide, 2240.2, "Mail Routing Codes."
-

DEFINITIONS

- **Mail Routing Code.** A mail routing code consists of a combination of alpha and numeric characters which identifies an organizational component or position for the purpose of routing mail within FDA. The codes are published in the FDA Location Directory.
-

POLICY ● The policy of CDER is to request mail routing codes for officially established organizational components and position titles.

RESPONSIBILITIES

- **Management Offices or Administrative Officers** , where appropriate, are
-

responsible for requesting mail routing codes for their new officially established organizational components and position titles.

- **The Division of Management Services** is responsible for coordinating all requests for the mail routing codes in the Center and for updating the Organization Section of the FDA Location Directory.
 - **The Administrative Services Branch, Division of Administrative Management**, HFA-210, is responsible for assigning all mail routing codes.
-

PROCEDURES

- Requests for assignment of mail routing codes should be submitted in writing to the Administrative Services Branch, FDA Location Directory Management, HFA-210, and through the Division of Management Services, HFD-60. The memorandum must:
 1. List information as shown in the example below:

TO: Associate Commissioner for Management & Operations
Division of Administrative Management
Administrative Services Branch
Services Management Section, Chief, (NAME)
Building Acronym, Room Number, Telephone Extension

THROUGH: Division of Management Services, HFD-60
 2. Be signed at an organizational level no lower than the Division Director and routed through the servicing Management Officer or Administrative Officer where appropriate.
 3. Request the FDA Location Directory Manager to notify the FDA Mail Manager, inform the mail rooms of the assignment, send a notice to all holder of the FDA Location Directory, and include the new component or position and mailing code in the next edition of the FDA Location Directory.
-

EFFECTIVE DATE

This guide is effective upon date of publication.